

STATUS 08-0 - CLOSED BEFORE ACCEPTANCE

A. Definition: Status 08-0 is the result when eligibility criteria cannot be met or when the case must be closed prior to eligibility (Status 04 or 10) for some other reason.

B. Scope of Services: Closure may occur prior to eligibility because the client does not meet all the eligibility criteria or for reasons listed under closure.

C. Agency Expectations:

1. Other than Ineligible - Certification of ineligibility is not required when the case is closed for any reason other than failure to meet one of the eligibility criteria. The closure statement in these cases is a regular R-413 which must detail: a) reason for closure; and b) attempts by the agency representative to continue services.

Before a client is closed ~~unable to locate~~ (Reason #1), an effort should be made through the individuals listed on the R-412 as people who would be likely to know the location of the client.

2. Ineligible -

- a. Face Sheet - Cases closed due to failure to meet the eligibility criteria (Reason 8, no disabling condition; Reason 9, no vocational handicap; or Reason 11, does not require VR services) will have one of the items under C checked ~~Does Not~~.

Cases can only be closed as ~~too severe~~ after Trial Work Experiences that show by clear and convincing evidence that the person cannot benefit from services. Check ~~is not~~ on the certification line.

The counselor may make a narrative entry in the R-413 section of the file describing why the client is not eligible. The counselor may also insert this information on the 413 face sheet under ~~RSA Coding~~ instead of in the narrative notes.

The ~~is not eligible~~ box is checked in the certification statement which the counselor will sign and date.

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- b. If it is felt the client might benefit from services to improve their ability to live independently, they should be given information about or be referred to independent living programs.
- c. After discussion with the client, notify them by letter that the case is being closed, the reasons, and their right to appeal or mediation and assistance available from ICAP.

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